



U.S. General Services Administration

# Working for GSA

for a career with a difference



# FOR A CAREER WITH A

**GSA. NOT YOUR TYPICAL BUREAUCRACY...**

**OR YOUR TYPICAL GOVERNMENT CAREER.**



## **LET GSA MAKE THE DIFFERENCE IN YOUR CAREER**

GSA is a trusted resource that customers can count on for guidance in making smart choices. That goes for people in search of fulfilling, secure careers, too. So please read on and find out what makes GSA a leader in shaping the American work environment of the future. And your future as well. • A job with GSA isn't your typical government job. It's a challenging yet supportive environment where self-motivated team players receive incredible training in the fields of their choice. It's work with a unique purpose: giving American taxpayers the best value for their money...because GSA is the provider of workspace, technology, products, services and policy to the Federal Government. • GSA's vast resources offer you opportunities to make a real difference. • We offer a wide range of positions in the areas of: e-commerce, Marketing and Communications, Information Systems, Architectural Design, Telecommunications, Engineering, Financial Management and Accounting, Commercial Real Estate, Security and Law Enforcement, Public Policy, Human Resources, and Procurement. • Given the far-reaching scope of GSA, it's little wonder that we're the financial equivalent of a Fortune 500 corporation, leveraging over \$60 billion a year in Federal spending. That's a lot of opportunity knocking at your door.

# GSA:

## **AN EMPLOYER WITH 20-20 VISION.**

Created in 1949 primarily to save taxpayers money, GSA has evolved into an innovative, non-mandatory provider of competitively priced, quality office space, commercial products and professional, state-of-the-art services to the civilian and military workforce. GSA employees have the experience, knowledge and creative expertise to meet customer needs in a way that is responsive to all, yet appropriate to each. GSA ensures that all Americans benefit from the Federal presence in their communities by contracting with small and minority-owned businesses, and by supporting the revitalization of urban business districts.

# DIFFERENCE



## **JOBS THAT MAKE A DIFFERENCE...**

**FOR PEOPLE WHO MAKE A DIFFERENCE** For organizations ranging from the Department of Justice to the Census Bureau, we help people do their jobs with a difference: the GSA difference. As a GSA employee, you'll find unique, rewarding and secure career opportunities within our three service organizations and our policy-making division:

### **The GSA Public Buildings Service (PBS)**

designs, constructs, and manages the most impressive public buildings in America. It is the largest public real estate organization in the nation and provides first-class work environments that are safe, productive, and family-friendly.

**The GSA Federal Supply Service (FSS)** provides Federal agencies around the world with over \$17 billion in competitively priced products and services...and saves tax dollars.

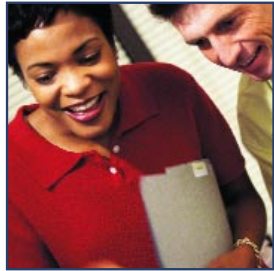
**The GSA Federal Technology Service (FTS)** provides Federal agencies with local and long-distance telecommunications services plus information technology systems and information security services.

**The GSA Office of Governmentwide Policy (OGP)** provides policy leadership, education, training and best practices in the areas served by GSA's major business lines. OGP's wide sphere of influence covers a lot of territory. It's a big country, and we need your smart thinking.

## **A COMMITMENT TO YOU...**

**A COMMITMENT TO YOURSELF** Demonstrate initiative and you'll achieve significant responsibility very early in your career with GSA. We reward confident, self-motivated individuals who have strong interpersonal and teamwork skills.

- Are you a results-oriented person who uses good judgment, is decisive and accountable? Do you have enthusiasm, passion and commitment for what you do, both on the job and off? Would you consider yourself a continuous learner who believes that a meaningful career can be an educational adventure instead of just a paycheck? Are you flexible and able to both analyze problems and propose solutions? And, a strong communicator with integrity in all that you do?
- Good. We thought so. GSA can offer you the best opportunities to make a world of difference every day.



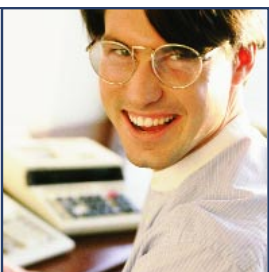
**“While pursuing my graduate studies, I was allowed to come to work earlier or later depending upon my school workload. As a student, I was given a lot of leniency.  
—Hakeem M. Ali, Building Management Specialist**



## **GSA: ON THE FRONT LINES**

**OF CUSTOMER SERVICE** Out in the field, GSA employees are the foot soldiers on the front lines of customer service. For more than 50 years, we've searched for innovative ways to better serve our customers—other Federal agencies, and our stakeholders—the taxpayers of America.

- GSA makes a difference by providing Federal agencies from Albany to Anchorage with: workspaces designed by some of America's leading architects; products and services ranging from airline tickets to computer zip drives; the latest technology and telecommunications; art and public architecture; community support that reflects our vast reach and buying power; environmental responsibility through our Planet GSA program; emergency assistance in times of natural or man-made disasters, and e-commerce efficiency.
- GSA also has a responsibility to taxpayers and Federal employees to provide safe, open work environments. As part of our Public Buildings Service, the Federal Protective Service meets customer needs by taking a proactive stance on crime prevention and threat reduction.



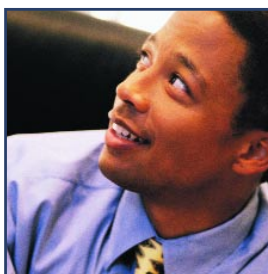


+ **THERE'S ROOM TO GROW** For an immediate challenge, consider GSA's Public Building Service (PBS), an organization that provides federal agencies with real estate solutions. We're responsible for more than 339 million square feet of workspace...for more than a million Federal employees...across more than 1,600 American communities. Talk about room for growth. This vast inventory of 1,800 Government-owned buildings and 6,500 leased locations adds up to a wealth of opportunities for ambitious self-starters.

## GSA'S PUBLIC BUILDINGS SERVICE BUILDING CAREERS...



**"In commercial real estate, it used to be said that if you worked for the Feds, you were untouchable... just a stereotypical government worker. However, at GSA I gained so much broad experience in all fields of real estate...and became so marketable that I was often approached by the private sector to jump ship."  
-Melissa McKenna,  
Project Specialist**



### + **GSA'S BENEFITS MAKE A DIFFERENCE...**

**Health Insurance:** GSA offers you and your family Federal health insurance at reasonable rates. Choose from a variety of plans, including fee-for-service plans, health maintenance organizations, and point-of-service plans.

**Leave:** You receive 10 paid holidays a year. You earn 13 days of sick leave per year, which may be carried over from year to year, and 13 days of annual leave—more than the 10 days typically offered in the private sector. Over time you can earn up to 26 days of annual leave per year.

**Retirement:** You're automatically covered under the Federal Employees Retirement System (FERS). It's a three-tiered retirement plan that includes Social Security Benefits, a pension plan, and the Thrift Savings Plan (the Government's version of a 401(k) plan).

### **GSA POSITIONS AVAILABLE**

**Realty Specialist** Movers and shakers will enjoy the challenges of contracting for leased space, assigning space, designing space layouts, and performing real estate surveys and evaluations. (Any Major)

**Building Management Specialist** In this highly responsible position, you'll join the winning team that manages Federal buildings and services tenants. (Any Major)

# GSA'S FEDERAL SUPPLY SERVICE

## PLENTY OF OPPORTUNITY ON HAND

### + **BUYING POWER = CAREER POWER**

Imagine being part of a \$17 billion business that saves tax dollars by providing Government employees around the world with everything from charge card services to airline travel. Join GSA's Federal Supply Service (FSS) and be part of a team of procurement experts that offers competitively priced products and efficient services.

- Whether in offices or research labs, in flight or telecommuting, FSS provides the latest in technology, financial, environmental and business consulting services. For example, our fleet of 167,000 vehicles rivals the best in the business and builds customer loyalty.
- FSS is a business opportunity you won't want to pass up. So join up, and join us in the career opportunity of a lifetime.



**Talk about efficiency. At 33 cents per \$100 of revenue, GSA's overall operating costs are considerably below the Government average of 85 cents and the industry benchmark of \$1.07, according to a GSA 1999 study.**

### + **GSA'S BENEFITS MAKE A DIFFERENCE...**

**Thrift Savings:** You can invest up to 10% of your pay in the Thrift Savings Plan. GSA will match your contribution up to 5% per two-week pay period. Even if you don't contribute, GSA will automatically contribute 1% of your basic pay to your TSP account each pay period.

**Life Insurance:** You're eligible to participate in Basic Life Insurance coverage equal to your actual rate of annual basic pay plus \$2,000, or \$10,000, whichever is greater. Additional coverage is available.

**Family-Friendly Workplace:** GSA is a leader in providing flexible family-oriented leave schedules and telework arrangements. You may telework at home or another approved location away from your regular office. GSA's Flextime and Compressed Work Schedule programs let you balance work and home life.

**"After a 10-year absence, I came back to GSA. With a more diverse work history and a graduate degree, I thought I could really help FSS become a "business" instead of looking like a government agency pretending to be a business."**

**-Ava Jeannine Davis,  
Administrative Officer**

### **GSA POSITIONS AVAILABLE**

**Contract Specialist** Are you up to the challenge of purchasing and acquiring everything from furniture and office equipment to computers and lab equipment? We'll also need your skills to negotiate, award and administer government contracts. (Some Business Courses Preferred)

**Marketing Specialist** Communicators, this is the one for you. You'll coordinate and organize customer seminars and conferences...create everything from newsletters and articles to brochures and flyers...and conduct important market research. (Any Major)

# GSA'S FEDERAL TECHNOLOGY SERVICE

## A LONG-DISTANCE CARRIER FOR YOUR CAREER



### AT YOUR SERVICE

Dreaming of an information technology culture where all employees can be successful and respected? Then GSA's Federal Technology Service (FTS) is the place for you. We provide enterprise solutions and tailored levels of service to meet just about any Federal information technology requirement imaginable...from palm computers and information security systems to artificial intelligence and long-distance services.

- As part of the FTS team, you'll provide superior customer service to Federal agencies as diverse as the Internal Revenue Service, the Environmental Protection Agency and the Corps of Engineers.



**"GSA has given me the latitude to offer the Federal community the widest variety of IT capabilities under a single contract. More importantly, I have been entrusted with a program so large that it far exceeds any of the expectations I had when I first came to GSA."**

**-Ann M. Gladys, Director,  
Solutions Development Center &  
Acquisition Services Division**



### GSA'S BENEFITS MAKE A DIFFERENCE...

**Leave-Sharing Programs:** Your fellow employees may voluntarily transfer some of their annual leave to help you handle personal or family medical emergencies.

**Family & Medical Leave:** You may take up to 12 weeks per year of unpaid family and medical leave while retaining your job security.

**Paid Leave for Family Care and Related Purposes:**

You can use sick leave for absences related to caring for family members, funeral services of family members, or adopting a child. You can also receive additional paid leave to serve as a bone-marrow or organ donor.

### GSA POSITIONS AVAILABLE

**Computer Specialist** A major in Computer Science or Management Information Systems is your ticket to exciting work in one of GSA's fastest growing areas. You'll advise people, or perform work related to, application development, LAN administration, data communication and desktop management.

**Telecommunications Specialist** We need your know-how to help keep the Federal lines of telecommunications open. (Major studies in business administration, math, engineering, physics, statistics, computer science, telecommunications, and information systems, or industrial management.)

## WORK THAT REWARDS IS OUR NO. 1 POLICY

Is decision-making your thing? Then GSA's Office of Governmentwide Policy (OGP) is one smart career choice. OGP keeps things running smoothly, Federally speaking. How? We've separated GSA's policymaking function from its service delivery and operations (which you've read about on the preceding three pages).

- Our authority encompasses 11 challenging areas (take your pick): acquisition, advisory committees, aircraft, e-commerce, information technology, mail, motor vehicles, personal property, real property, regulatory information, and travel. How's that for variety? Simply decide which area interests you the most. If you can.

# GSA'S OFFICE OF GOVERNMENTWIDE POLICY A DECISION-MAKER'S DREAM

## GSA'S BENEFITS MAKE A DIFFERENCE...

**Child Care Centers:** GSA provides employees and their families with on-site, high-quality child care programs in many locations.

**Electronic Employee Benefits:** You can access employee benefits information electronically through the GSA BenefitsMall, BenefitsLine and Benefits Statement. Your employment and salary information is automated if you need to provide verification to a lender.

**Employee Assistance Programs:** You can receive a variety of confidential services, including counseling and referrals for personal problems such as work and family pressures, substance abuse and financial concerns.

**Tuition Reimbursement:** GSA may pay for your training and education—including college tuition—to improve your job performance.

**"GSA has allowed me to make a difference in the world by making a contribution to public service in a way that is both challenging and fun."**  
-John D. Thomas, Team Leader,  
Real Property Policy Division

## GSA POSITIONS AVAILABLE

### Financial Management Analyst/Budget Analyst

Your flair for finance and budgetary matters will make you a valuable member of the GSA team. You'll get to develop, review and analyze budgets...and monitor how GSA funds are spent by keeping close (but friendly) tabs on program officials. (Any Major)

**Engineer (Electrical, Civil or Mechanical)** You'll perform in-house design and consulting with private A/E firms that perform new construction, repair and alteration services for GSA. Or, you can analyze and identify acceptable products...and develop methods to test and evaluate them. (Engineering Degree Required)

**Program Analyst** Put your analytical skills to good use by evaluating how effectively GSA programs operate. You'll make recommendations to help Federal officials meet their goals. (Any Major)

**Automotive Fleet Service Representative** You'll be in direct contact with both GSA Fleet's customer agencies and vendors. Fleet Service Representatives help customers acquire the right vehicles, and assure proper maintenance and repair through commercial vendors. FSRs also perform analytical duties to ensure the most cost effective, efficient operation for their assigned portion of the fleet. (Any Major)



# ON THE FRONT LINES OF INNOVATIONS...

# GSA:

## FOR A CAREER WITH A DIFFERENCE

**“Life is better on the government side. In the private sector, the work experience I gained was very limited. Work and family life often conflicted. The political red tape was actually worse; I often worked 60 or 70-hour weeks, and an atmosphere of instability was always present. To advance my career, I came back to GSA.”**  
**-Melissa McKenna,**  
**Project Specialist**

+ Now that you've seen what a career with GSA has done for others, we hope you can see the difference GSA can make in your life. For more information about a future with a future, contact your campus job placement office, or visit us at **[www.gsa.gov/recruit](http://www.gsa.gov/recruit)**



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